

ABSTRACT OF THE DISCLOSURE

An FB-MFD includes an MPU, a reading section, a recording section, an operation section, an image memory, and a ratio changing section. In a reduction copy mode, the reading section reads an extended reading area of a document larger than a recording area of recording paper to generate image data. The ratio changing section reduces the image data at a predetermined reduction ratio. The recording section forms an image on a sheet of recording paper on the basis of the reduced image data.